

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

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[www.casd.uscourts.gov](http://www.casd.uscourts.gov)

## Intake Clerk

Vacancy Announcement #05-30

<b>CLOSING DATE:</b>	<b>September 9, 2005, or until filled</b>
<b>STARTING SALARY:</b>	<b>Grade CL-25 (\$35,189- \$44,001)</b>
<b>LOCATION:</b>	<b>San Diego, California</b>

**INTRODUCTION :** The United States District Court for the Southern District of California is accepting applications for the position of Intake Clerk.

**REPRESENTATIVE DUTIES:** The Intake Clerk is located in the Clerk's Office and reports to the Case Services Supervisor. The primary duties of the Intake Clerk include, but are not limited to: receiving and reviewing new cases and incoming documents to determine conformity with appropriate rules, practices and/or court requirements; files documents meeting requirements; prepares and routes discrepancy orders to judges on pleadings in non-conformance of the federal or local rules; assigns case numbers and judges when applicable; prepares and processes recusal minute orders; routes documents to proper offices after acceptance; acts as receptionist and furnishes information to a wide variety of people within and outside the court system; issues civil and criminal processes such as summonses, subpoenas, arrest warrants, writs of attachments, and the like; maintains the official case events summary on the magistrate docket from case opening to final disposition, and opens all new magistrate cases; ensures all automated entries are properly docketed and appropriately linked for proper case management; enters attorney(s) for each party pursuant to the local rules and verifies the attorneys' authority to practice before the Court; and prepares the criminal duty log/calendar for the duty magistrate judge.

**QUALIFICATIONS:** Progressively responsible clerical, office or other work which provided a good knowledge of office clerical practices such as filing, telephone usage, typing and record keeping, and which indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Two years of specialized experience, including at least one year equivalent at the CL-24 level required. HS Diploma required, BA/BS degree preferred.

**REQUIREMENTS:** Candidates should be professional, mature, responsible, poised, possess tact, good judgement, initiative, be customer service oriented, and have the ability to work in a team environment. Qualified applicants should possess a typing certification for 40 wpm. Must be computer literate, with knowledge of Windows and WordPerfect 10. Should also have strong verbal and written communication skills, and the ability to analyze work processes.

**REQUIRED CLEARANCES:** Successful applicants will be required to submit to a background clearance which includes fingerprinting and a credit check.

**APPLICATION PROCESS:** Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, **typing certificate**, and three references that may be contacted. The cover letter and resume should be submitted to:

U.S. District Court  
880 Front Street, Ste 4290  
San Diego, CA 92101  
ATTN: Human Resources

or resumes may be emailed to:

[casd\\_hr@casd.uscourts.gov](mailto:casd_hr@casd.uscourts.gov)

**Preference will be given to applicants who submit application materials before  
4:30pm, September 9, 2005.**

## **DISCLOSURES**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The selected candidate will be subject to a background check, which includes fingerprinting, as a condition of employment.

**Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’s license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance evaluation period (IPEP) of employment. Failure to successfully complete the IPEP may result in termination of employment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**